



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

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**DIVISIONAL MEMORANDUM**

No. **037**, s. **2025**

TO : Assistant Schools Division Superintendent  
Accountant III  
Administrative Officer V (Budget)  
Division Finance Personnel  
Senior Bookkeepers, Implementing Units  
All Others Concerned

SUBJECT : **WORKSHOP ON THE LIQUIDATION OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND OTHER PROGRAM FUNDS CUM COORDINATION MEETING**

DATE : **January 27, 2025**

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1. To ensure efficient utilization and timely liquidation of downloaded funds to schools through cash advance, the Finance Services, this Division, shall conduct its 1st regular monthly workshop for the submission, review and approval of liquidation reports and documents or the S.H.I.N.E. DO Finance Day 2025 at the **Division Training Hall, DepEd Division of Ozamiz City, IBJT Compound, Carangan, Ozamiz City on February 4, 2025** from 8:00 AM to 5:00 PM.
2. The activity is aimed at achieving the following:
  - a. to increase performance in fund utilization by fast tracking the reconciliation of liquidation submitted with the amount received by the Schools through cash advance;
  - b. ensure efficient, economical and effective utilization of MOOE and other funds for better learning outcomes;
  - c. promote timely submission of complete documents for liquidation;
  - d. provide technical assistance to the participants on the issues and concerns encountered in the management and utilization of download fund;
  - e. discuss updates on guidelines, latest issuances, memoranda, orders, issues and concerns relative to the management of cash advances in schools.



Address: IBJT Compound, Carangan, Ozamiz City  
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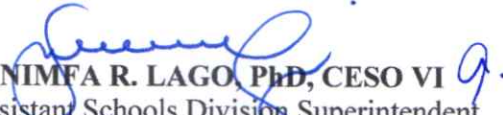




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3. The expected participants of the activity are the Division Accountant, Budget Officer, Division Finance Personnel, Administrative Officer II (HRMO I), Administrative Assistant III (Senior Bookkeepers) and Administrative Assistant II (Disbursing Officer) assigned to the non-implementing units. (*Annex A*)
4. Participants shall be responsible for their provisions for said activity.
5. For concerns and queries, kindly coordinate with Mrs. Maricel D. Avila, CPA, Accountant III, Finance Unit of this division.
6. For immediate dissemination.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



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*Annex A – attachment to DIVISIONAL MEMORANDUM No. \_\_\_\_\_ s. 2025*

**List of Participants to attend the 1<sup>st</sup> S.H.I.N.E. DO Finance Day 2025 re: Workshop On  
The Liquidation Of Cash Advances For School Maintenance And Other Operating Expenses  
And Other Program Funds Cum Coordination Meeting**

1. Maricel D. Avila, CPA
2. Ivy J. Cabual
3. Johnrey Siso
4. Jane Heart Aba
5. Daisy Mamawe
6. Julie Pranciliso
7. Charity Baguio
8. Ralph Balandra
9. Raissa Cara P. Castro
10. Robeth Wilbur M. Fabriga
11. Jonaly A. Aviso
12. Cherely E. Saguin
13. Dennis M. Canastra
14. Zenelyn J. Montefalcon
15. Roselyn B. Magadan
16. Renante O. Labastida
17. Shiela Marie Nini
18. Jaranill S. Gayatin
19. Kristine O. Oraño
20. Cherley S. Pelitones
21. Heide M. Macas
22. Desiree O. Apaitan
23. Lizcel C. Culminas
24. Leony A. Dimaano
25. Mirose C. Macalisang
26. Roselyn M. Zapatos
27. Maria Janah Labadisos
28. Joel Apale
29. Analyn P. Gerondio
30. April Joy G. Bolandio
31. Snooky L. Almoite
32. Brenda O. Acierto
33. Richard M. Macasarte

34. Abegail Yoldan



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35. Maria Elena L. Guangco
36. Lyn B. Paez
37. Marilou J. Alcido
38. Mary Grace P. Gomomit
39. Nellie P. Sebarios
40. Adrian L. Sayson
41. Marissa E. Alamin
42. Jelyn B. Ostia
43. Susith L. Luna
44. Sharon Z. Galay
45. Claire Marie V. Daga-as
46. Lorena G. Abcede
47. Genie Vah C. Lagoc
48. Claudia Faith B. Navarez
49. Jeffrey S. Libor
50. John Rey B. Siso
51. Glay Pikot
52. John Rey F. Castro
53. Nine Mar A. Gacasan
54. Gerfe M. Ada
55. Ryan Mark O. Origenes
56. Bebe Jay P. Pabriga
57. April Rose R. Ylanan
58. Joffy Sandrey O. Laroya
59. Dinalyn A. Ramayrat
60. Jene S. Guangco
61. Glaiza D. Fiel
62. Ethel R. Manuel
63. Louie J. Moreno
64. Teresita L. Pagador
65. Joar G. Hermosisima



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